

State of Michigan
Administrative Guide to State Government

0420.01 Standardized Travel Regulations

Issued: January 6, 1997
Revised: June 21, 2012
Reviewed: January 4, 2023

PURPOSE

To specify applicable travel expense regulations and reimbursement rates, with related authorization, reporting and accounting requirements.

APPLICATION

Executive Branch Departments and Sub-units, classified and non-classified state employees, and non-state employee consultants and advisers when authorized by the executive head of the respective agency.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Vehicle and Travel Services (VTS)
6951 Crowner Drive
P.O. Box 30026
Lansing, MI 48909

Telephone: 517-636-6000 Customer Service
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SUMMARY

Vehicle and Travel Services has responsibility for authorization, regulations, rates, forms and Standardized Travel Regulations. The Office of Financial Management (OFM) is responsible for reporting and accounting.

APPLICABLE FORMS

[DTMB-1681 Travel Expense Exception Request](https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Forms/DTMB%20Forms/Travel%20Expense%20Exception%20Request.docx?)
(<https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Forms/DTMB%20Forms/Travel%20Expense%20Exception%20Request.docx?>)

PROCEDURES

For the current [Standardized Travel Regulations](https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Services/Travel/Standardized-Travel-Regulations-Revised-and-Adopted-for-travel-on-or-after-January-1---2023.doc) (<https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Services/Travel/Standardized-Travel-Regulations-Revised-and-Adopted-for-travel-on-or-after-January-1---2023.doc>) and official travel reimbursement rates, contact Vehicle and Travel Services or go to [Travel](https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Business-Services/SitePages/Travel.aspx) (<https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Business-Services/SitePages/Travel.aspx>) website.
